

Documents

Documents are generally in either .DOC format (Microsoft Word) or in .PDF format (Adobe Acrobat). Please insure that you have the required software installed to view the downloaded documents.

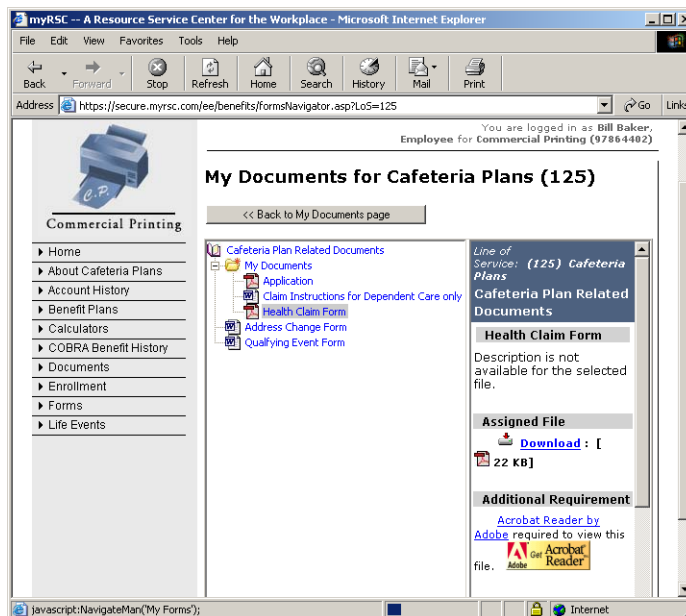
Employees can download and print many of the documents pertaining to company policy and benefit information as well as forms that can be turned in for claims and benefit changes.

Upon clicking on the Documents option, you will be presented with a list of the documents and forms provided by your company and possibly the TPA.

Depending on the employers choice setup, the list of documents may be displayed in one of two ways:

- **Table of Contents Layout:** displays the available documents for each Line of Service that has been made available on myRSC.com. i.e. Cafeteria Plans, Transportation Plans, HRA105, COBRA
- **Related Information Layout:** provides categories of documents, determined by the employer and/or TPA.

Regardless of the type of layout presented, simply click on the category, if required, and locate the document or form you wish to download.



When a document is highlighted, a description of it should be displayed to the right. Also, instructions are provided to assist you with the download process.